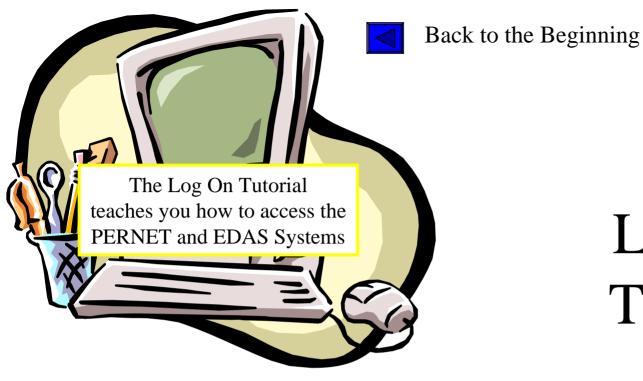
U. S. Army Soldier Support Institute/ AG School

Personnel Services Delivery Redesign (PSDR)

New Organizational Training Team (NOTT)
MSG Brown



Log On **Tutorial**

Let's Begin



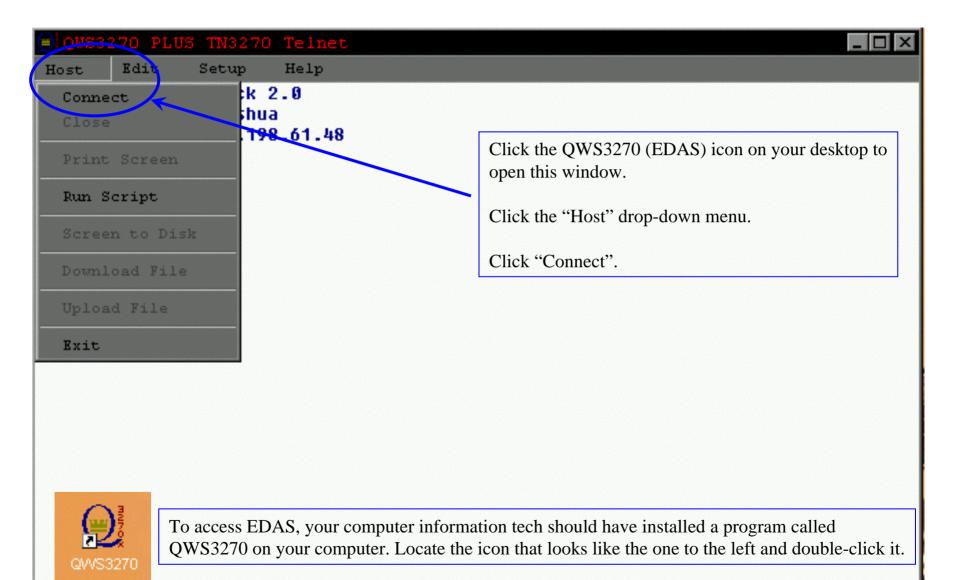
Fast-Forward to the Navigation Tutorial



Fast-Forward to the Data Query Tutorial



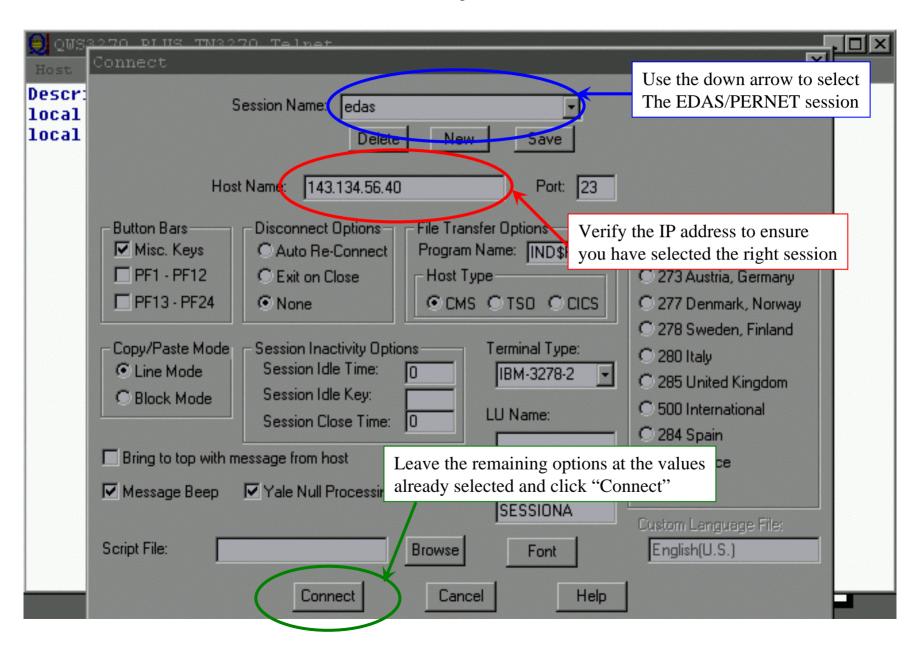
Log on to QWS3270



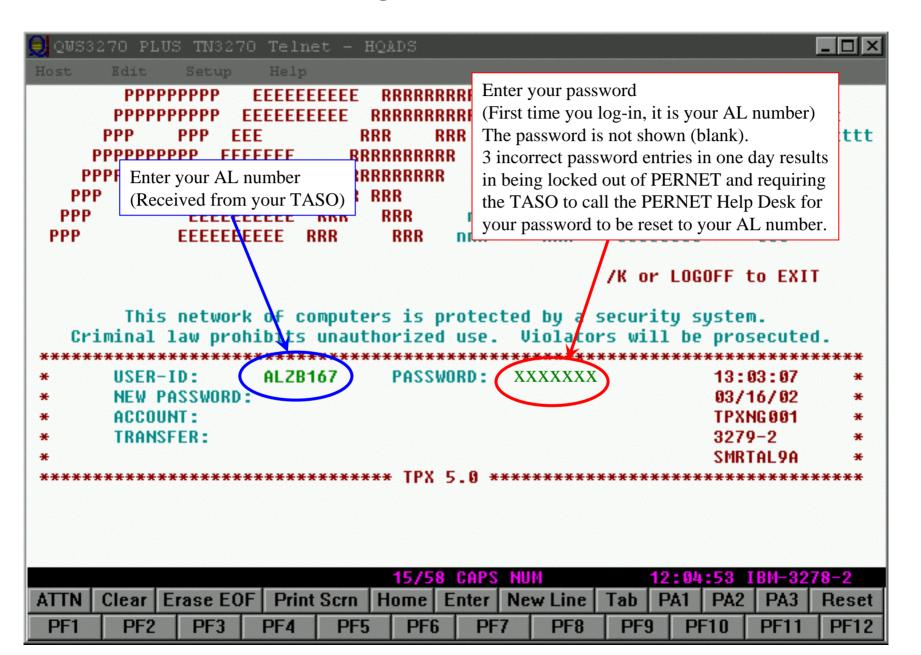


Log on to QWS3270

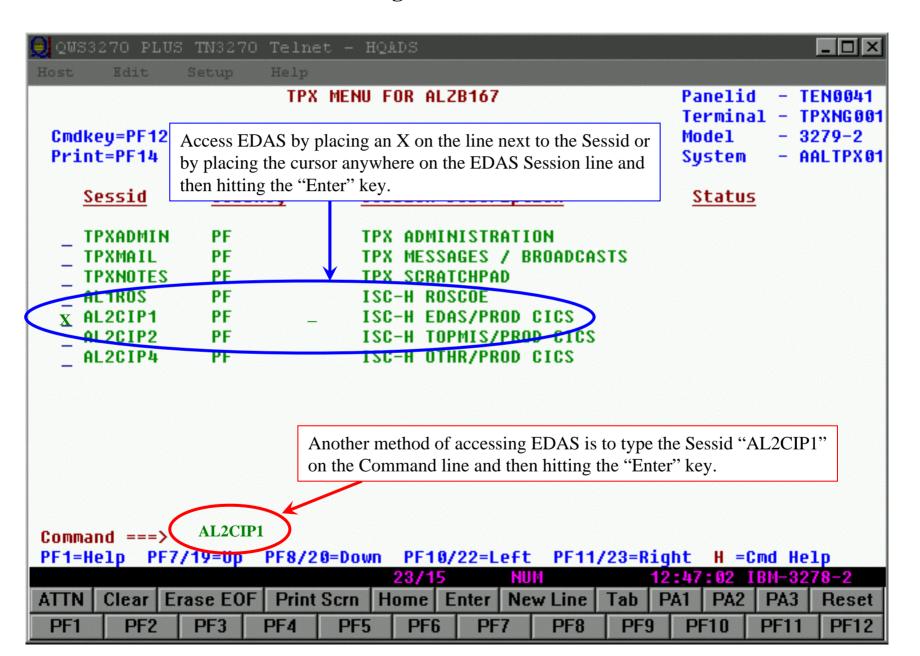
Page 2



Log on to PERNET



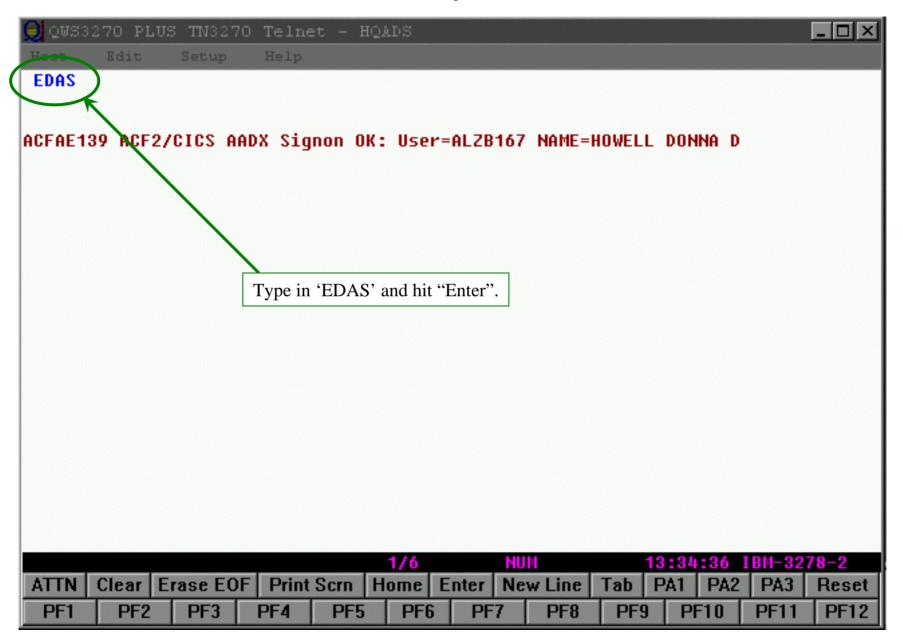
Log on to EDAS





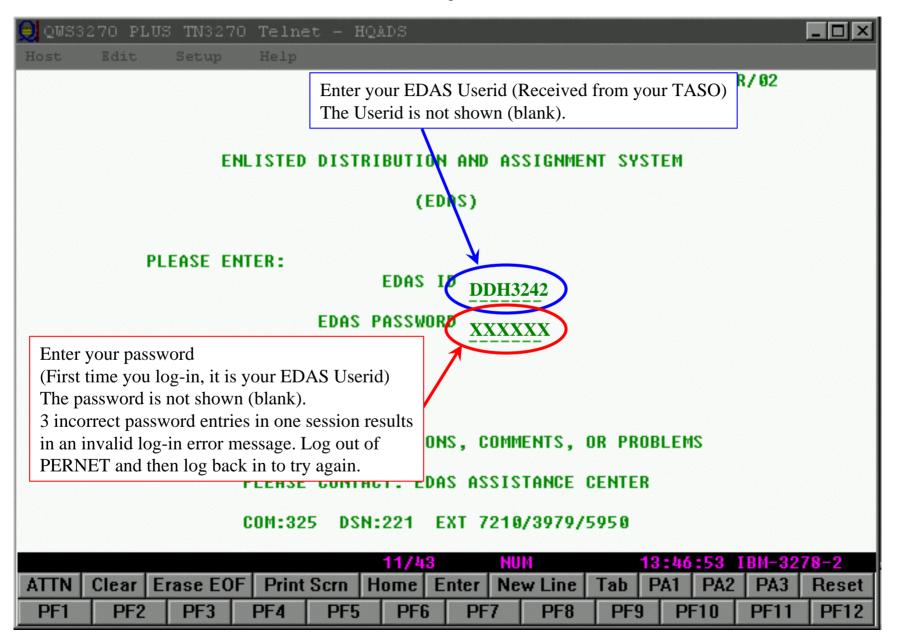
Log on to EDAS

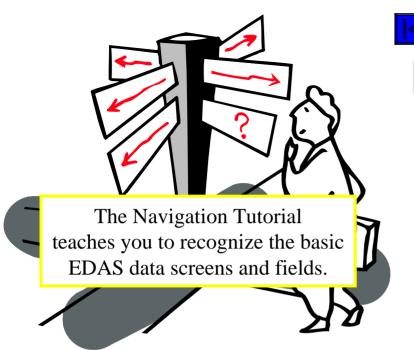
Page 2



Log on to EDAS

Page 3





Back to the Beginning



Back to the Log On Tutorial

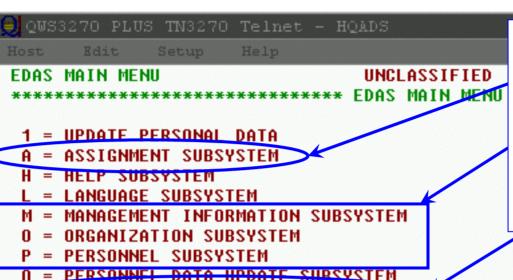
Navigation Tutorial

Let's Go!



Fast-Forward to the Data Query Tutorial





These are the most frequently used subsystems for strength management.

Assignment - Inbound gains

Management - Authorizations, Targets and Projections, plus World-Wide strengths

Organization - UICs, DMSLs, DMLs,

Command Codes, PSC and PPA Codes

Personnel - Assigned personnel and losses

Requisition – Open requisitions

X = EXIT EDAS

R = REOUISITION SUBSYSTEM

Enter one of the Main Menu selection letters above and hit "Enter" to go to that section's sub-menu.

Once you have memorized the codes for the screens you want to go to, just type in the two-letter code for that screen and hit "Enter".

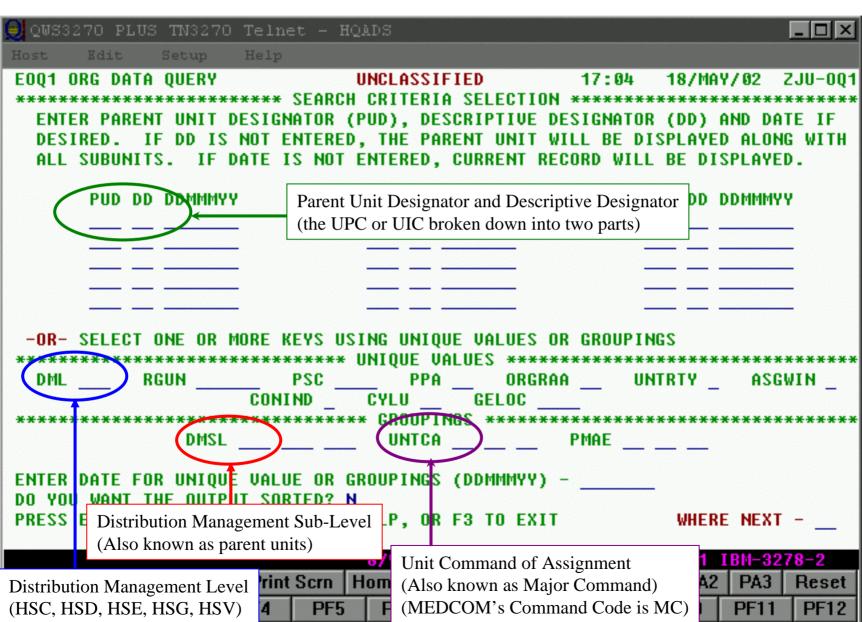
WHERE NEXT

P ENTER OPTION DESIRED
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F10 TO EXIT
NO BROADCAST MESSAGES

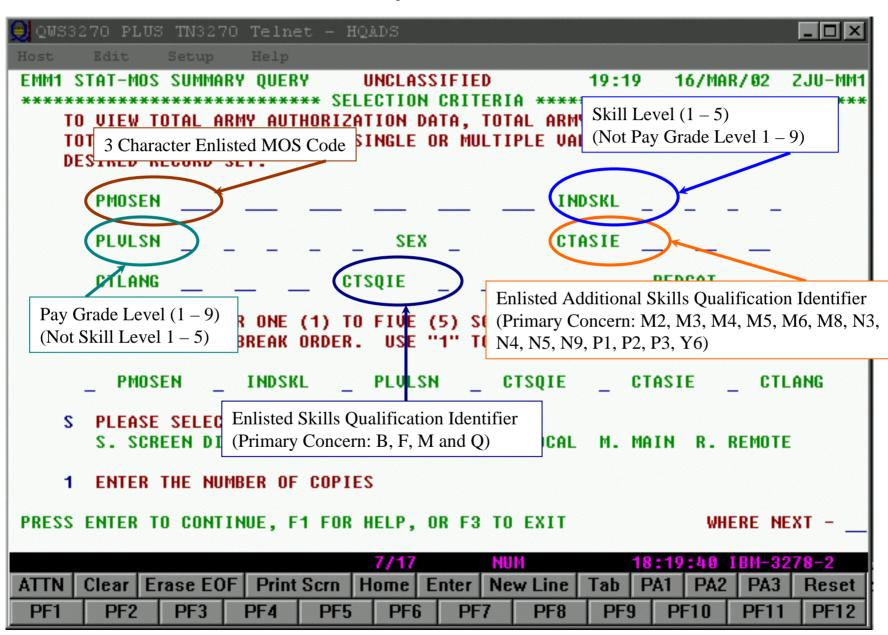
							22/3		HU	••				IBM-32	
ATTN	Clear	Eı	rase E0	F Print	Scrn	He	ome	Enter	Ne	w Line	Tab	PA1	PA2	PA3	Reset
PF1	PF2		PF3	PF4	PF5		PF6	PF	7	PF8	PF:	9 P	F10	PF11	PF12



Organization Query (OQ Screen)



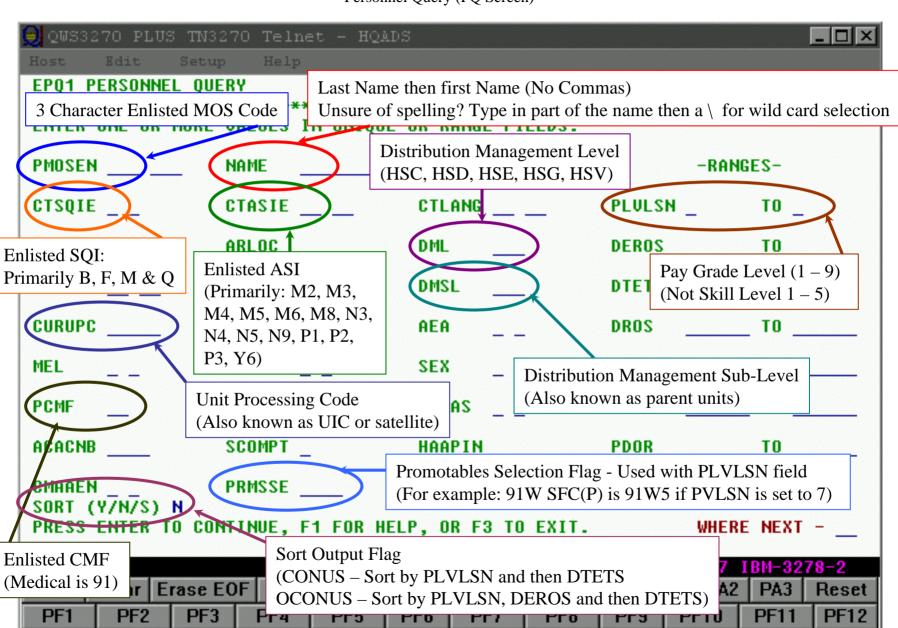
MOS Management (MM Screen)



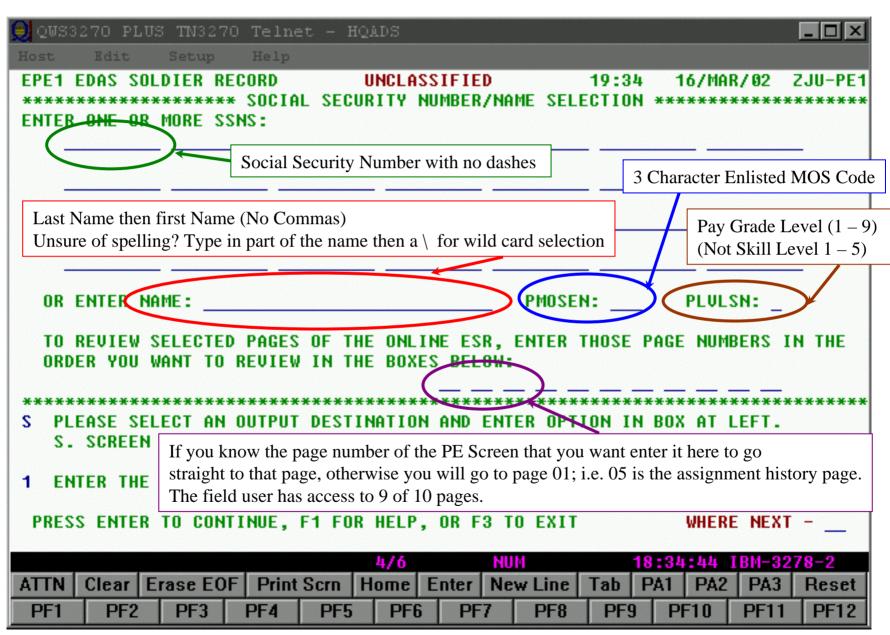
Management Ouery (MO Screen)

Distribution Management Level (HSC, HSD, HSE, HSG, HSV) Telnet - HOADS Unit Command of Assignment (Also known as Major Command) Distribution Management Sub-Level STA EMO1 ASSIFIED (MEDCOM's Command Code is MC) (Also known as parent units) ONE ORGANIZATIO SELECT AT RITERIA UPC DML DMSL UNTCA PMAE PPA ARALOC TPSN ORGRAA Unit Processing Code 3 Character Enlisted MOS Code (Also known as UIC or satellite) OPTI Enlisted Career Management Field MOSENL -0R-CMFENL (Medical CMF is 91) **PLULSN** SQIENL **ASIENL** LIC DEFAULT DISPLAY IS ALL MONTHS. TO VIEW SELECTED MONTHS ENTER "X" BELOW Pay Grade Level (1-9)Enlisted Additional Skills Qualification Identifier JUN JUL AHG (Not Skill Level 1-5) (Primary Concern: M2, M3, M4, M5, M6, M8, N3, N4, N5, N9, P1, P2, P3, Y6) **Enlisted Skills Qualification Identifier** JUL AUG (Primary Concern: B, F, M and Q) **View Month Selection Options** (Auto-Scrub uses first 10 and then the 12th month Manual Scrub uses 3rd, 6th, 9th and 12th months) PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT 21/13 CAPS NUM Clear | Erase EOF | Print Scrn Home Enter New Line Tab ATTN PA1 PA3 Reset PF3 PF1 PF2 PF5 PF6 PF8 PF9 PF10 **PF11**

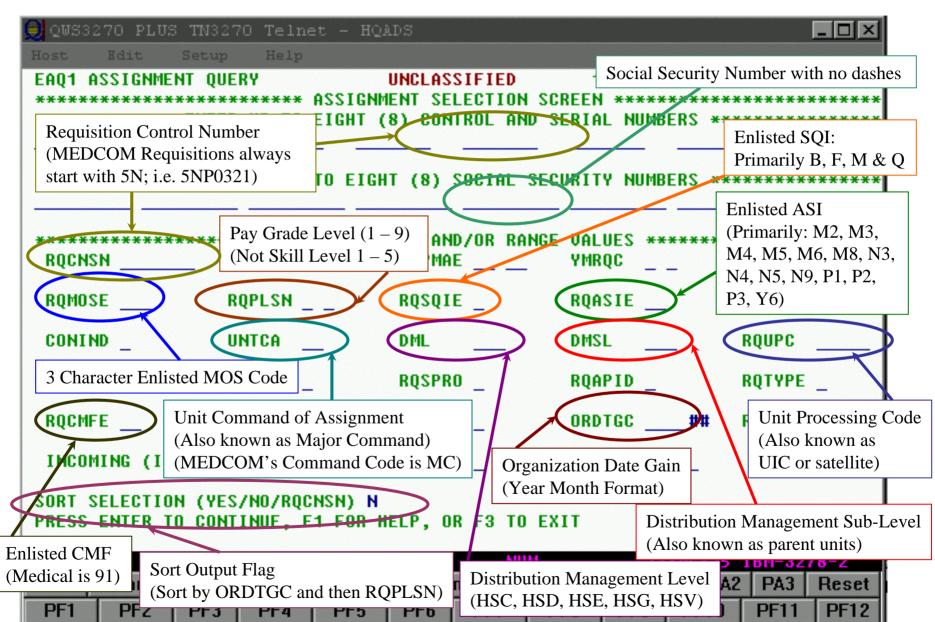
Personnel Query (PQ Screen)



EDAS Soldier Record (PE Screen)

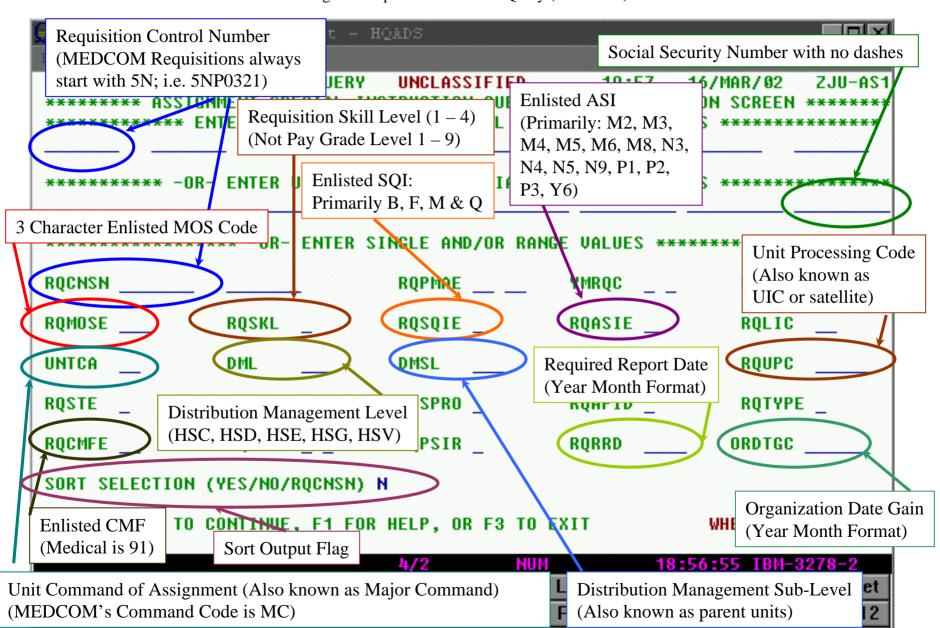


Assignment Query (AQ Screen)

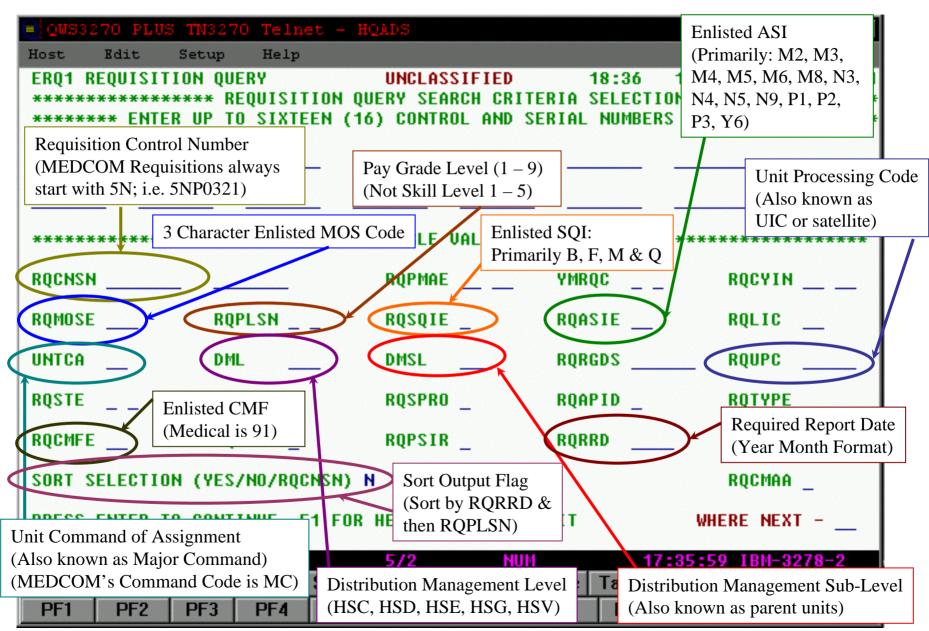




Assignment Special Instructions Query (AS Screen)

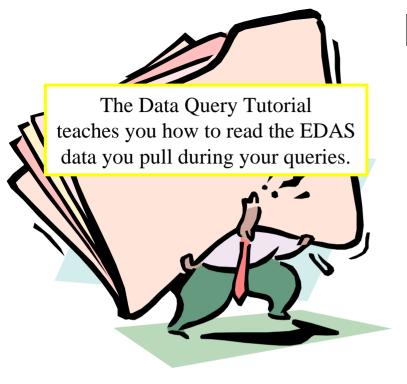


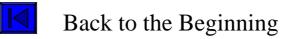
Requisition Query (RQ Screen)



Requisition History (RH Screen)

			Telnet -	- HQADS						_ ×
*****	·*****	*****	Help FORY QUER ******* EQUISITIO	* RECORD		ON ****	21:15 ****** IBERS	16/MAR *****	/02 Z	JU-RH1 *****
	RQC 5N2002	NSN 040345	RQSQNR	DISSEQ - -	=	RQCNSN	I R	QSQNR —	DISSE	į
		cha (M	e your Requiracter of the EDCOM reconded the re	requisition quisitions al	to the full yways start v	year and movith 5N; i.e	onth . 5NP032	21 —	_ _ _ _	
	******* Ease se Screen		 ******* OUTPUT L E. EM	OCATION.	- ****** . FTP	****** L. LOCA		******* . MAIN		****** REMOTE
1 ENT	ER THE	NUMBER (OF COPIES							
PRESS	ENTER T	O CONTI	NUE, F1 F	OR HELP,	OR F3 T	O EXIT		WHER	E NEXT	
				6/9		UM			IBM-327	
ATTN PF1	Clear E	rase EOF	Print Scr		Enter N			:14:56 A1 PA2 PF10		Reset







Back to the Navigation Tutorial

Data Query Tutorial

Let's Go!





Organization Query (OQ Screen)

The Organization Query Screen is used to determine information about Unit Identification Codes (UICs), Distribution Management Sub-Levels (DMSLs), Distribution Management Levels (DMLs), Major Command Codes (MCs), as well as other organizational information.

****** SEAR	CH CRITERIA SELECTION ***	*******************									
ENTER PARENT UNIT DESIGNATOR											
DESIRED. IF DD IS NOT ENTER											
ALL SUBUNITS. IF DATE IS NO	IT ENTERED, CURRENT RECORD	WILL BE DISPLAYED.									
PUD DD DDMMMYY	PUD DD DDMMMYY	PUD DD DDMMMYY									
											
											
											
-OR- SELECT ONE OR MORE KEYS USING UNIQUE VALUES OR GROUPINGS											
*********	* UNIQUE VALUES ******	*******									
DML RGUN PSC											
	CYLU GELOC										

DW2F INH	UNTCA PMA	lE									
ENTER DATE FOR UNIQUE VALUE ON	GROUPINGS (DDMMMYY) -										
DO YOU WANT THE OUTPUT SORTED?											
PRESS ENTER TO CONTINUE E1 FO	R HEND OR ES TO EXIT	WHERE NEXT -									
Our tutorial is going to center around quer											
	•										
Air Field. For the purpose of this tutorial v		•									
Fort Stewart and that Fort Stewart's DMSI	L code is INH. To conduct our queri	ies, we need to know Tuttle's									
LUC so we enter Fort Stewart's DMSI and	le on the DMSI line and hit enter	IIIC so we enter Fort Stewart's DMSL code on the DMSL line and hit enter									





Organization Query (OQ Screen)

The One-Line report (the default screen) shows you the parent UIC plus its derivative UICs (DUICs). It also shows what DML, DMSL and major command these units belong to; as well as the unit designations and locations. To print each screen, hit the Print Screen button on your keyboard.

****	*****	*****	****	****	**** O	NE LI	INE RE	PORT	***	****	****	*******	******
IF	YOU WIS	SH TO SI	EE A	DETAI	LED R	EPOR1	T ON A	NY PI	JDDD .	, PLA	CE AN	I "Y" ON TI	HE "DTL"
		TO THE											
DTL	UPC	ULOCCD	DML	DMSL	UNTCA	ı	JNIT (ESIG	NATIO)N		LOCHM	PPG
	2MSAA	Н	HSC	INH	MC	USA	MEDDA	C FT	STE	VART	FT	STEWART	64
	PM2MC	, н	128	TNH	MC	USA	DISP	CP BI	LAND	ING F	CP	BL AND ING	04
Ψ	2MS 01	Н	HSC	INH	MC	TUT	TLE US	ARM'	Y HL1	TH CL	HUN	ITER	04
	2M\$ 06	- н	HSC	INH	MC	USA	TROOF	MED	CLN	NO 1	FT	STEWART	64
I	2M\$ 08	н	HSC	INH	MC	USA	TROOF	MED	CLN	NO 2	FT	STEWART	04
l T	2M\$10	Н	HSC	INH	MC	USA	TROOF	MED	CLN	NO 3	FT	STEWART	04
l T													

You can place a "Y" in the DTL column to access the detail screen for the unit. This will allow you to see more information about the unit; such as the PSC and PPA codes which are important for ensuring soldiers' records are maintained at the correct location in addition to other administrative processes.

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO RETURN.

WHERE NEXT -

In our tutorial, we see that Tuttle Army Health Clinic has a DUIC of 2MS01. It belongs to the INH DMSL group, which is a subgroup of the DML HSC. Further classification shows that DML HSC is a group under the major command group MC (Medical Command). We also confirm that Tuttle is physically located at Hunter Army Airfield.

NAME OF TAXABLE PARTY OF TAXABLE PARTY OF TAXABLE PARTY.





Organization Query (OQ Screen)

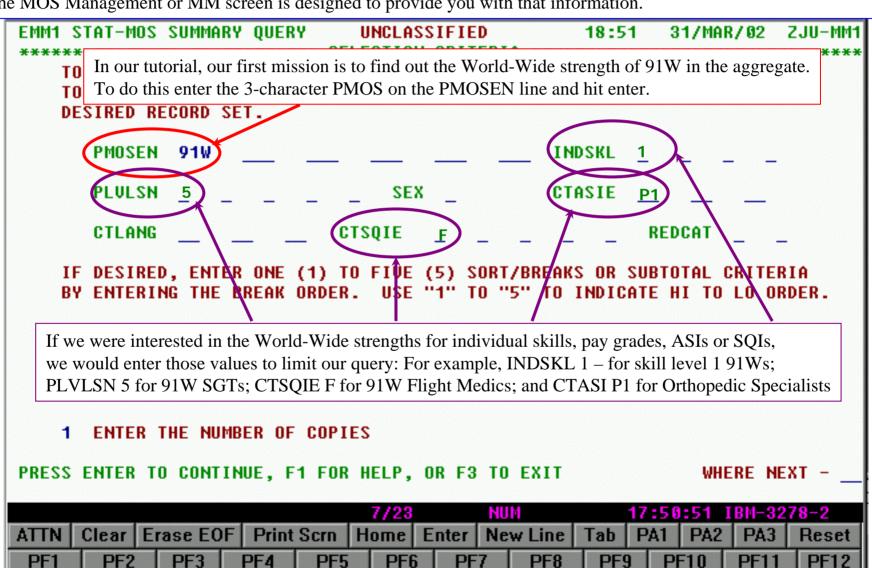
The OQ Long Report is accessed by entering a "Y" under the DTL column of the OQ one-line report screen. It provides more in-depth information about the unit. To print the screen, hit the Print Screen button on your keyboard.

	_			
EOQ6 ORG DATA QUERY	UNCLASS	IFIED	17:21 1	18/MAY/02 ZJU-0Q6
**************	*** <mark>*** DETAILE</mark>	REPORT ****	*******	******* ******
UPC 2MS01 ULOCCD H	DTSURS	19950128	DTEURS	99991231
DML HSC DML TITLE			DMSL TIT	LE FT STEWART GA
CYLU UNORPR COL	N PSC FS1	PHAO H9	PULC	TLE
ORGRAA GH UNMST	HAPFL <mark>G Y</mark>	U\$CCL U	MOBDTE	
PMAE 5N ALPPA	MOBUN <mark>t</mark>	UI <mark>I</mark> DPTS 6	DTJRGT	
PPA LR URGTHB	ASGWI <mark>n</mark>	U <mark>N</mark> OPST A	RGUN	
PPG 1 04 ARALOC 1	UMMOD <mark>t</mark>	UI <mark>I</mark> RSCD C	ARLOC 1	3424
STLO¢ 13 COHFLG N		UNTRTY	MALOF	
UNTCO MC CONIND C	ENLLO <mark>c</mark>	U ¢ QFLG Y	MXLOF	
UADZ P 31409	UGPONM		UGTPOM	UGPOAM
UNIT DESIGNATION TUTTLE I	JS ARMY H <mark>lth Ci</mark>	. LOCHM HUN	ITER	
**************************************	E DATA (I <mark>f Uni</mark> i	IS SCHEDULED	TO DEPLO	Y) ***********
DML CONIND	PPA UMU	JST UMACD		UMDPT
DMSL UNTCA	ALPPA UM1	TYP UMRPT		
PSC PMAE	UGPOAM UGF	PONM	t	ADZIP
UNIT DESIGNATION		LOCNM		
ORG \$1(S)				
PRESS ENTER TO CONTINUE,	F1 FOR HELP, F	3 TO RETURN,	OR F8 FOR	MORE DATA
				WHERE NEXT -
l				

In our tutorial, we see that Tuttle Army Health Clinic's DUIC went into effect on 28 Jan 95 and is not targeted for inactivation. We also see that the PSC code for this unit is FS11 and the PPA is LR. None of this information is used when querying EDAS for strength management; however, it is important data for ensuring the correct processing of records, authorizations and assignments.

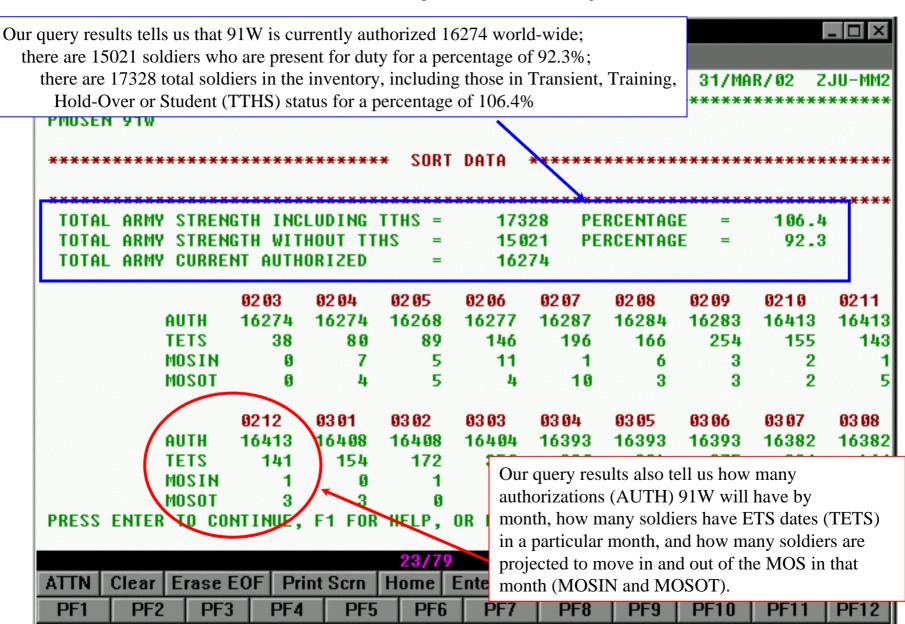
MOS Management (MM Screen)

To be successful in managing the strengths of enlisted personnel you must stay familiar with the World-Wide strengths. The MOS Management or MM screen is designed to provide you with that information.





MOS Management (MM Screen) - Page 2



Management Query (MQ Screen)

The Management Query Screen is used to review the projections for that MOS and unit. Satellite units are reviewed separately from the parent unit to get an accurate picture of that unit. Satellite units are given priority over the parent unit for requisitions due to their extremely small numbers and vulnerability.

**************************************	******
DML DMSL UPC 2MS 81 PMAE UP	NTCA
PPA ARALOC TRSH CEDIOC OBLOC O	W in Tuttle Army
Health Clinic at Hunter Army Air Field (2MS01). To do this enter to spaces provided and the 3-character PMOS on the MOSENL line at	
PLULSN 5 SQIENL F ASIENL N9 LIC	
DEFAULT DISPLAY IS ALL MONTHS, TO VIEW SELECTED MONTHS ENTER "X" E	
MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JA	AN FEB
$\left(\begin{array}{cccccccccccccccccccccccccccccccccccc$	
MAR APA MAY JUN JUL AUG HAAP UNITS ONLY Y/N (_)
PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT	HERE NEXT -
If we were interested in the unit strengths for pay grades, SQIs, ASIs or certain months those values to limit our query: For example, PLVLSN 5 for 91W SGTs; SQIENL F for ASIENL N9 for Physical Theraphy Specialists; an X in the MAR block gives us this manner.	or 91W Flight Medics:



Management Query (MQ Screen) - Page 2

Our query results tells us that 2MS01 is currently authorized 19 91Ws - 14 E1-E4s, 1 E5, 3 E6, and 1 E7; the unit currently has 14 (RET) soldiers assigned and is projected to have 14 soldiers assigned (PROJ) at the end of MAR 02 for a fill percentage of 73.6% (% FILL)

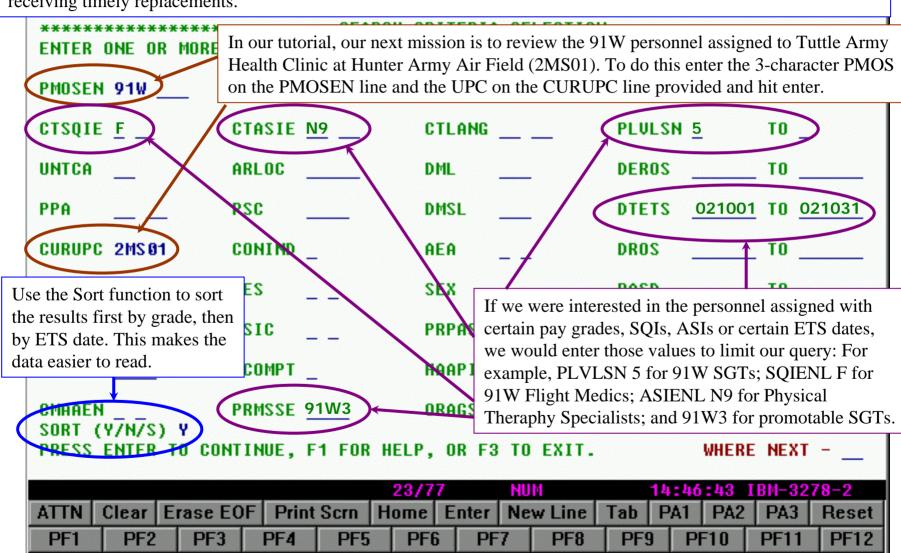
7.III-M03

GRADE	AENL	TGEDP	RET	GAIN	GNNOM	VOPRQ	PROJN	PROJ	% FILL
1	0	0	0	0	0	0	0	0	0.0
2	0	0	2	0	0	0	2	2	0.0
3	7	9	6	0	0	0	6	6	85.7
ь	7	A	2	ß	ß	ß	2	2	28.5
1-4	14	9	10	9	9	0	10	10	71.4
5	1	9	- 1	9	9	9	1	1	100.0
6	3	0	2	9	9	9	2	2	66.6
5-6	4		3		• • • • • • • • • • • • • • • • • • •	9	3	3	79.0
7	1	0	1	9	9	9	1	1	100.0
8	Û	9	Ð	Ð	Ð	0	0	Û	0.0
7-8	1	0	1	0	0	0	1	1	100.0
9	9	0	0	0	0	0	0	0	0.0
5-8	5	9	4	9	9	0	4	4	80.0
1-8	19	ß	14	G	G	ß	14	14	73_6
OTAL	19	6	14	0	0	0	14	14	73.6

Therefore, the goal of strength management is to keep this unit filled at 100% of its authorizations.

Personnel Query (PQ Screen)

The Personnel Query Screen is used to identify personnel assigned for that MOS and unit. This screen also enables you to see the losses that are programmed, plus identify errors in the soldiers' records that may prevent the unit from receiving timely replacements.



Personnel Query (PQ Screen) - Page 2

The Sort Screen allows you to specify up to 5 fields to sort your query. This function makes it easier to get a count of soldiers grouped by certain criteria such as grade.

raicis grouped by e	ortain (citteria sucii as	grade.			
EPQ6 PERSONN	•		UNCLASSIFI		:43 10/MAY/02	
					O IDENTITY THE	
					BE USED FOR HI	
LEVEL SUNT,	VHLU	E 2 WILL	INDIGHTE THE	MENT LEVEL	OF THE SORT, ET	
SEQUENCE	VARI	ABLE	SEQUENCE	VARIABLE	SEQUENCE	VARIABLE
_	SSN		_	PMOSEN	1	PLULSN
_	CTSQ	IE	_	CTASIE	_	CTLANG
_	DROS		_	DEROS	_	SCOMPT
_	DTLA	PC	2	DTETS	_	AEA
_	ARLO	C	_	PSIC	_	MEL
_	ACAC	NB	_	SEX	_	PCMF
_	PSC			-	signed to Tuttle Arm d then by ETS. To de	•

PRESS ENTER TO the PLVLSN line and a 2 on the DTETS line provided and hit enter.

ATTN Clear Erase EOF Print Scrn Home Enter New L												IBM-32	
			THE RESERVE TO SERVE THE PARTY OF THE PARTY		THE RESERVE OF THE PERSON NAMED IN								
PF1	PF2	PF3	PF4	PF5	PF	6 PF	7	PF8	PF9	PI	-10	PF11	PF12



Personnel Query (PQ Screen) - Page 3

The One-Line report type, Option 3 of the previous screen (not shown in the tutorial), shows you up to 14 enlisted records per screen shot. To print each screen, hit the Print Screen button on your keyboard.

-	PERSONNEL	•			T INFO	17:33	10/MAY	•	ZJU-PQ5
****	********	******	*******ONE-	LINE	REPORT*	********	******	*****	*****
SEL							DROS/		
DTL	NAME	NZZ	PPSPQE	PGRAD	CURUPC	LOCHM	DEROS	DTETS	ROCHSH
N			91W10Y2	PV1	2MS 01	HUNTER		040905	
N			91W10Y2	PV2	2MS 01	HUNTER		030119	
Y			91W10Y2	PFC	2MS 01	HUNTER		030911	6KPA18
N			91W10Y2	PFC	2MS 01	HUNTER	01 05 01	040515	1
N	Names and	d SSN	91W10Y2	PFC	10 1	HUNTER		040726	
N			91W10Y2	PFC	211301	HUNTER		040919	
N	were delet	ad for	91W10Y2	PFC	2MS 01	HUNTER		041003	
N	were delet	eu ioi	91W10Y2	PFC	2MS 01	HUNTER		05 01 02	
N			91W10Y2	SP4	2MS 01	HUNTER		030725	
N	security re	easons	91W10Y2	SP4	2MS 01	HUNTER		010020	
Y	•		91W20Y2YY	SGT	2 1	HUNTER	001114	021012	
Y			91W2PY2YY	SGT	zmoe1	HUNTER	001209	06 02 09	00PA05
Y			91W3FN9YY	SSG		HUNTER	931025	05 0825	5NP 028
Y			91W3PY <mark>2</mark> YY	SSG	2 1	HUNTER	000324	090430	5GRA23
1				1					1

In our tutorial, we are able to see that we have 10 skill level 1, 2 SGTs, 2 SSGs and 1 SFC (not shown) 91Ws assigned to Tuttle Army Health Clinic at Hunter Army Air Field (2MS01). We also see we have 1 N9 assigned. Plus we see that we have 4 identified losses and one potential loss in this unit.

To see the report date of those soldiers on AI and check the potential loss, enter a "Y" in the SEL DTL column. This allows us to view the long record of each soldier selected. To check for potential "hidden" losses, we view the long record of every soldier assigned to the unit.



Personnel Ouery (PO Screen) - Page 4

The Long-Record report type, Option 1 of the report option screen (not shown in the tutorial), shows many data fields that are used by PERSCOM to determine a soldier's eligibility for PCS. To print each screen, hit the Print Screen button.

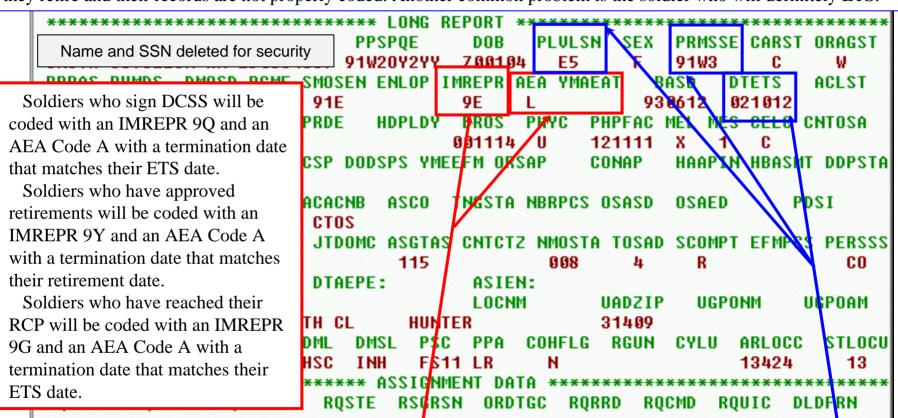
EPQ3 PERSONNEL QUERY	PRIVACY	ACT INFO	17:59 10/1	1AY/02 ZJU-PQ3
****************	**** LONG R	EPORT ****	*********	*** ***** ****
Name and SSN deleted for security	PPSPQE 91W10Y2	DOB PLUL 718623 F3		SSE CARST ORAGST
		MREPR AEA YI		DTETS ACLST
Y 200206 91B10 91		L	000912	030911
DTLAPC PDOR DEROS DTPRDE	HDPLDY	DROS PMYC	PHPFAC MEL I	11 es celo entosa
010409 010912			111111 Y	9 C
	DODSPS YMEI	EEM OF SOP		IN HBASHT DDPSTA
	DODSES THE	R2 KS GM		TH HUMSIN DUI STR
D 00		/		
PSIC DTPSIC PSII DTPSII ACAC		NGSTA NBRPO	CS OSASD OSAE	ED POSI
000912 A 000831 ONO	IR ¢4/ /	1		
VOLOC VCLOC RENLOP JTD	OMC ASGTAS	CHTCTZ NMOS	STA TOSAD SCOL	4PT EFMPCS PERSSS
KS 02 GM GM MM VB	096	US 013	3 3 R	co
AEPCAT: DTAEPB: DTA	EPE:	ASIEN:		
CURUIC UNDES		LOCNM	UADZIP U	SPONM USPOAM
W2MS01 TUTTLE US ARMY HLTH C	L HUNTI		31409	a com
TCSUIC DPLCNY DTEDPL DML	DMSL P\$C		G RGUN CYLI	
HSC	INH F\$1	1 LR N		13424 13
***************	*** ASSIGNM	EN <u>t data *</u> *:	********	**************************************
ROCNSN ROPRTY ROPRCE RO	ISTE RSCRSI	N ORDTGC I	QRRD RQCMD	ROUIC DLDARN
6KPA189 B4 91W1000YY	L E		1204 P8	WHP7AA

In our tutorial, we are able to see that this skill level 1 91W is on assignment instructions to Korea (HP7AA) with a report date of 20 Jul 02 (ORDTGC). Even though this soldier has only been on station for 13 months (NMOSTA), this assignment is valid because the soldier is a first-termer (CARST) with enough time remaining to complete the tour (DTETS). We can also see that the soldier is reported by the unit as fully eligible to reenlist (IMREPR) and is fully eligible for reassignment (AEA). Further, the soldier meets other reassignment eligibility criteria (ACACNB).



Personnel Query (PQ Screen) - Page 5

This second record is shown for the purpose of identifying a common unprogrammed loss problem. Unprogrammed losses occur when soldiers are chaptered from the Army prior to their ETS for any number of reasons; or soldiers sign DCSS or they retire and their records are not properly coded. Another common problem is the soldier who will definitely ETS.



In our tutorial, we see that this SGT(P) has an 021012 ETS Date (DTETS) and appears to be flagged for APFT failure (IMREPR). The FLAG is transferable but prevents reenlistment to meet a service remaining requirement for PCS. At a minimum the AEA Code should be a C with a termination date of 0210. If a chapter has been initiated, the IMREPR and AEA Code should be 9X and B. A requisition cannot be dropped until 0207 under normal ETS replacement rules. If ETS orders are issued earlier than 0207 then a requisition can be dropped earlier if the strengths support the replacement.



EDAS Soldier Record (PE Screen)

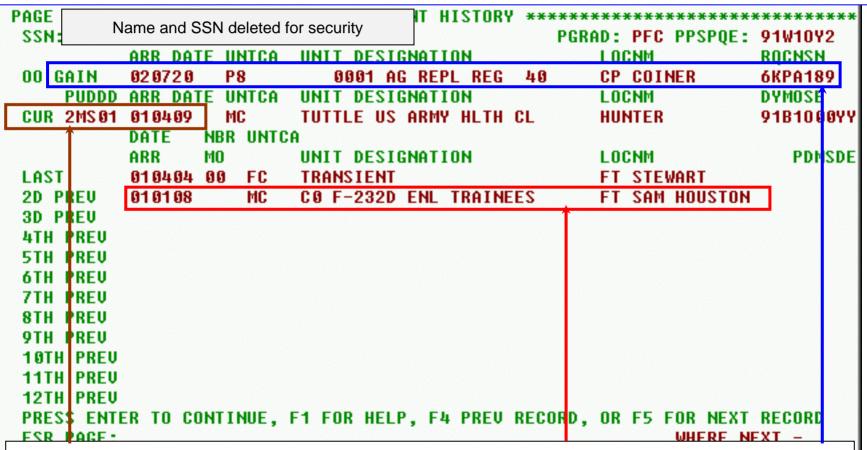
The EDAS Soldier Record (PE Screen) is used to obtain more detailed information on personnel. This screen is also used to confirm certain data fields from the PQ screen; such as the reenlistment eligibility code (IMREPR), the date of last PCS (DTLAPC), and the time on station (NMOSTA). There are 10 pages to each soldier's EDAS record. Page 10 is restricted to the soldier's assignment manager.

ENTE n our on won t								
SSNs deleted for	security							
						_		_
						-		_
OR ENTER NAME:				PMOSEN:		PLULS	N:	
							_	
TO REVIEW SELEC	TED PAGES	OF THE ON	LINE ESR,	ENTER TH	IOSE PAGE	NUMB	ERS I	N THE
ORDER YOU WANT	TO REVIEW	IN THE BO	XES BELOV	1:				
			01 02					
*************	*******	*******		******		****	****	*****
S PLEASE SELECT								DEMOTE
S. SCREEN DISF	THY E.	EMAIL	r. FIF	L. LOCAL	. M. M	IHIM	к.	REMOTE
1 ENTER THE NUME	ER OF COP	IES /						
			station of a		1 1 . 1			
In our tutorial, we are g	•						•	
instructions for Korea;	•		, ,				• •	
SSNs and if you know	which page co	ntains the data	a fields need	ed, type then	n in on the s	selected	page III	nes.
ATTN Clear Erase	EOF Print	Scrn Home	Enter N	lew Line 1	ab PA1	PA2	PA3	Reset
PF1 PF2 PF	3 PF4	PF5 PF	6 PF7	PF8	PF9 P	F10	PF11	PF12



EDAS Soldier Record (PE Screen) – Page 2

Page 5 of the EDAS Soldier Record (PE Screen) provides detailed information on a soldier's assignment history. This screen is used by PERSCOM to determine when a soldier should PCS and what type of assignment the soldier needs to enhance his/her career.



In our tutorial, we can see the skill level 1 soldier was in training prior to being assigned to Tuttle Army Health Clinic at Hunter Army Air Field (2MS01). We can also confirm the location to where the soldier is on assignment instructions. His arrival date to his current unit of assignment shows that his time on station at the time of this query is correct as 13 months based on the SIDPERS arrival transaction that processed.



EDAS Soldier Record (PE Screen) – Page 3

Page 1 of the EDAS Soldier Record (PE Screen) provides detailed information on a soldier's qualification data. This screen is used by PERSCOM to determine whether a soldier qualifies for reassignment as well as whether he qualifies for certain special assignments.

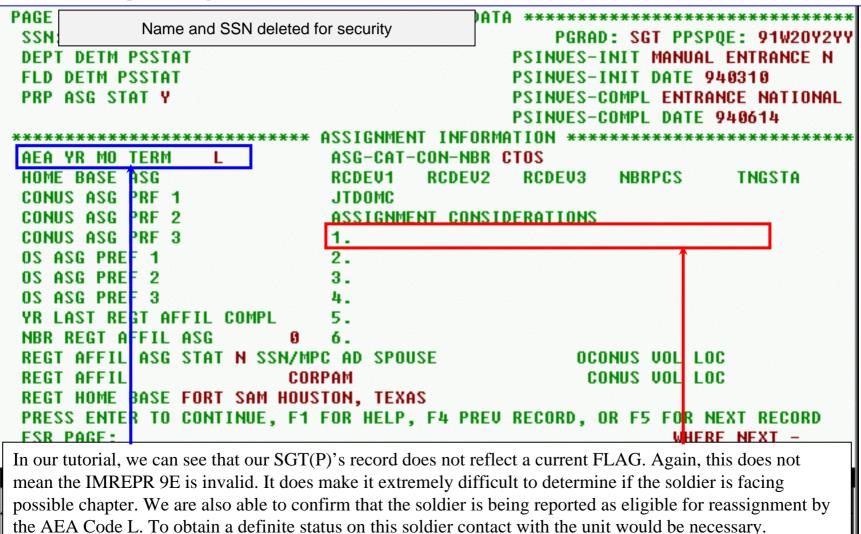
PAGE Name and SSN deleted for acquisity		DATA *****************	
SSN: Name and SSN deleted for security		PGRAD: SGT PPSPQE: 91W20Y2YY	
DATE LAST CHG PMOSD	010928	ADD PAY CAT	I
SMOSEN		ADD PAY TYPE	33
PROM MOS SKILL	91W3	OBLG BONUS MOS	
PROM LIST SEQ NBR YR MO		DT ENL BNS ELIG ESTB RA	a .
CURR PRM PT YR MO DETM	603 0006	YR MO BNS TERM RA	
PREV PRM PT YR MO DETM	646 9907	YR MO LAST OFL PHOTO	
IND 5 PREU ASI		APFT SCORE RESULT YR MO	227 PASS 9810
IND 3 ADD SQI		AGE	32
PDSI		HGT WT IND	63 139
DATE END EVAL PD	000930	YR MO IND WT CON PRFL D	DETM 9810
PROFNCY PAY CAT STATS	YR MO HIU SCRN TEST ADMIN 0103		
PMOS SKIL LAST TEST YR MO		DATE LAST PHYS EXAM	
PREV YR MO PMOS TEST ENL		PHYSCL PROFILE FCTR	121111
PHYS CAT U OTHER LIMITATIONS			
PREU SOT RAW PCTL SCORE			
REENL ELIG/IMMED REENL PROHBN 9E PHYSICAL FITNESS			
BASIC MKS QUAL BAD CLASS			
``			
PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD			
FSR PAGE:			WHERE NEXT -
In our tutorial, we can see that the last entry made for an APFT on our SGT(P) was 9810 and he passed it.			
This does not make the IMDEDD OF is invested This is ADET is soon to see all Also note this sold in the			

In our tutorial, we can see that the last entry made for an APFT on our SGT(P) was 9810 and he passed it. This does not mean the IMREPR 9E is invalid. This is APFT is over two years old. Also note this soldier has a 2 under the PULHES which indicates a medical problem. The old APFT and PULHES tend to lend creditability to the IMREPR 9E. The only way to be sure is via unit confirmation.



EDAS Soldier Record (PE Screen) - Page 4

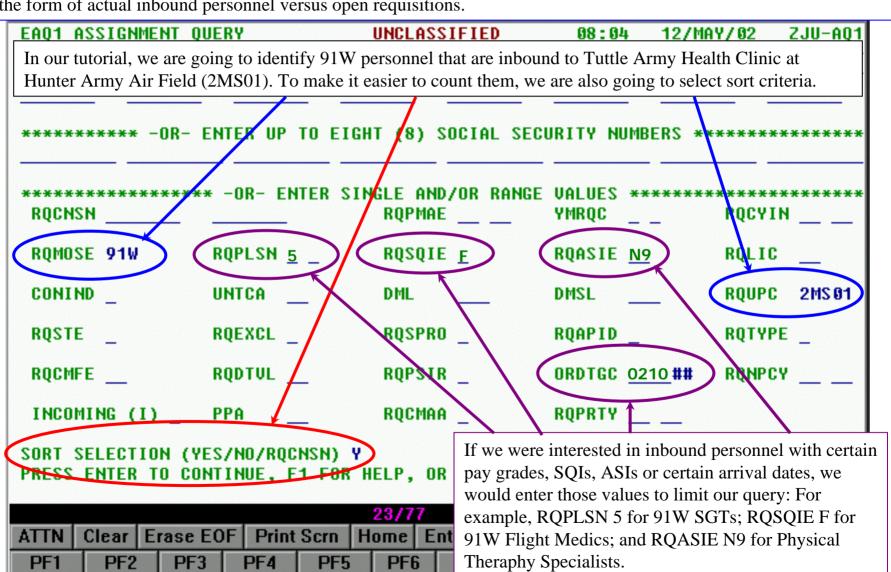
Page 2 of the EDAS Soldier Record (PE Screen) provides even more detailed information on a soldier's qualification data. This screen is also used by PERSCOM to determine whether a soldier qualifies for reassignment as well as whether he qualifies for certain special assignments.





Assignment Query (AQ Screen)

The Assignment Query Screen is used to find out which personnel are on assignment instructions. This screen shows gains in the form of actual inbound personnel versus open requisitions.





Assignment Query (AQ Screen) – Page 2

The Sort Screen allows you to specify up to 5 fields to sort your query. This function makes it easier to get a count of soldiers grouped by certain criteria such as grade and date or arrival.

EAQ2 ASSIGNM	•	UNCLASS **** SORT SELEC		3:10 12/MAY/02 ********	ZJU-AQ2 *****		
In our tutorial, we are going to sort the 91W personnel inbound to Tuttle Army Health Clinic at Hunter Army Air Field (2MS01) by date of arrival (ORDTGC) and by grade. It's important to know not only how much relief is coming, but also what kind and when it is due to arrive.							
SORT LEVEL	VARIABLE	SORT LEVEL	VARIABLE	SORT LEVEL	VARIABLE		
_	RQCHSH	_	RQPRTY	_	RQSQIE		
_	RQPMAE	_	RQASIE	_	RQUPC		
_	YMRQC	-	RQLIC	-	RQSTE		
_	RQCYIN	_	UNTCA	_	RQCMFE		
	RQMOSE	-	DML	1	ORDTGC		
2	RQPLSN	_	DMSL	-	NSS		
PRESS ENTER	RQRGDS TO CONTINUE,	F1 FOR HELP, O					
ATTN Clear	Erase EOF Print	20/35 Scrn Home En	NUM ter New Line 1		- <mark>3278-2</mark> A3 Reset		
PF1 PF2	PF3 PF4	PF5 PF6	PF7 PF8	PF9 PF10 PF	F11 PF12		





Assignment Query (AQ Screen) - Page 3

The One-Line report type, Option 3 of the previous screen (not shown in the tutorial), shows you up to 15 enlisted records per screen shot. To print each screen, hit the Print Screen button on your keyboard.



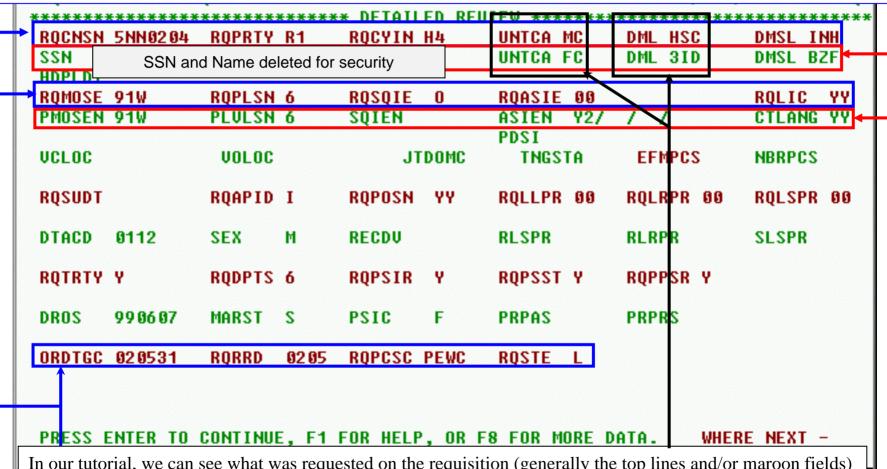
To view more information (detail) about one of the inbound personnel we are going to place a "Y" in the DTL column. Later in our tutorial we are going to view the special instructions of one of the inbound personnel. This can be done by placing a "Q" in the special instructions (SI) column of the AQ one-line report or going straight to the Assignment Special Instructions (AS) screen.

In our tutorial, we see that there are two 91W personnel inbound to Tuttle Army Health Clinic at Hunter Army Air Field (2MS01). The arrival dates (ORDTGC) are the same as the required report date (RQRRD) which means neither soldier has been deferred nor given an early arrival date. The requisitions were for a pure 91W SSG and SGT and the inbounds are a pure 91W SSG and SGT. "Pure" means there was no ASI requested and none was provided. Requisition numbers and SSNs are also provided for reference and query purposes.

110110	negotatiton/ienaonnee onin enten n i in ote.												
negora													
PRESS	ENTER	TO CONT	INUE, F	1 FUR	HELP,	OR F3	10	RETUR	NI.				
						DECUBN	DE	SIRED:		Li	HERE	NEXT	
										_	IILNL	IILAT	_
	DISPLAYING RECORDS 00001 THRU 00002 OF 00002 RECORDS												
					5/2		МП	М		07 - 26	- 22	IBM-32	79-9
ATTN	Clear	Erase E0	F Print	Sern II	Iome	Enter	Ne	w Line	Tah	PA1	PA2	I PA3 I	Reset
	Olou.	LIGOU LO		00111	101110	Littoi	110	II LIII	100		Ballingson.		
PF1	PF2	PF3	PF4	PF5	PF6	PF	7	PF8	PF9	PF	F10	PF11	PF12
	Section Section 5												Station Statement

Assignment Query (AQ Screen) - Page 4

The AQ Long Report is accessed by entering a "Y" under the DTL column of the AQ one-line report screen or by selecting Option 1 of the report option screen (not shown in the tutorial. It provides more in-depth information about both the requisition and the inbound soldier. To print each screen, hit the Print Screen button on your keyboard.



In our tutorial, we can see what was requested on the requisition (generally the top lines and/or maroon fields) and what the inbound SSG's records show (generally the bottom lines and/or green fields). For example, we see this soldier is coming from FORSCOM, 3d Infantry Division specifically. Even more detail, such as the requisition UIC and the UIC where the soldier is currently assigned, can be seen by hitting the F8 key.

Assignment Special Instructions Query (AS Screen)

The Assignment Special Instructions Screen is used to find out what special instructions have been applied to the assignment instructions. This screen is useful for finding out if early arrival has been authorized or if a soldier is TDY enroute for school on the way to the new assignment.

Ç	
****** ASSIGNMENT SPECIAL INSTRUCTIO	N OUIFRY RECORD SELECTION SCREEN ******
*********** ENTER UP TO EIGHT (8) CON	If we wanted to see the special instructions on all inbou
5NN02 04 X	91W personnel to Tuttle Army Health Clinic at Hunter
	Army Air Field (2MS01), we would enter 91W in the
****** -OR- ENTER UP TO EIGHT (8)	
123456789	RQMOSE field and 2MS01 in the RQUPC field.
******************** -OR- ENTER SINGLE AN	D/OR RANGE VALUES ****************
RQCNSN RQPMAE	YMRQC RQCYIN
RQMOSE 91W RQSQIE	RQASIE RQLIC
UNTCA DML DMSL	RQRGDS RQUPC 2MS01
_ \ \ _	
RQSTE RQEXC RQSPRO	RQAPID RQTYPE
RQCMFE RQPLSN RQPSIR	RQRRD ORDTGC
SORT SELECTION (YES/NO/ROCKSN) N	
PRESS ENTER TO CONTINUE F1 FOR HELP, O	R F3 TO EXIT WHERE NEXT -
In our tutorial, we are going to identify whether or not of	early arrival is authorized for one of the 91W personnel
that are inbound to Tuttle Army Health Clinic at Hunter	r Army Air Field (2MS01). We can do this by entering $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
either the requisition number or the soldier's SSN.	



Assignment Special Instructions Query (AS Screen) – Page 2

The results of Assignment Special Instructions query shows how many special instructions have been applied to the assignment instructions. It also shows how many pages there are for each special instruction.

```
EAS4 ASGMT SPEC INSTRUCT OVERY
                                    PRIVACY ACT INFO
                                                          10:38
                                                                                ZJII-AS4
                                                                   12/MAY/02
              NAME
                                                  ORDTGC
                                                            ROPRCE
                                                                           LOCNM
ROCHSH
                            SSN
                                   ROSTE RORRD
5NN0204
                                          0205
                                                  020531
                                                                                   GA
                                                           91W3NAAYY HIINTER
         SSN and Name deleted for security
                                      INSTRUCTIONS (SI)
ST 77
         ORG ST
                             TEXT
EARLY ARRIVAL IS AUTHORIZED.
```

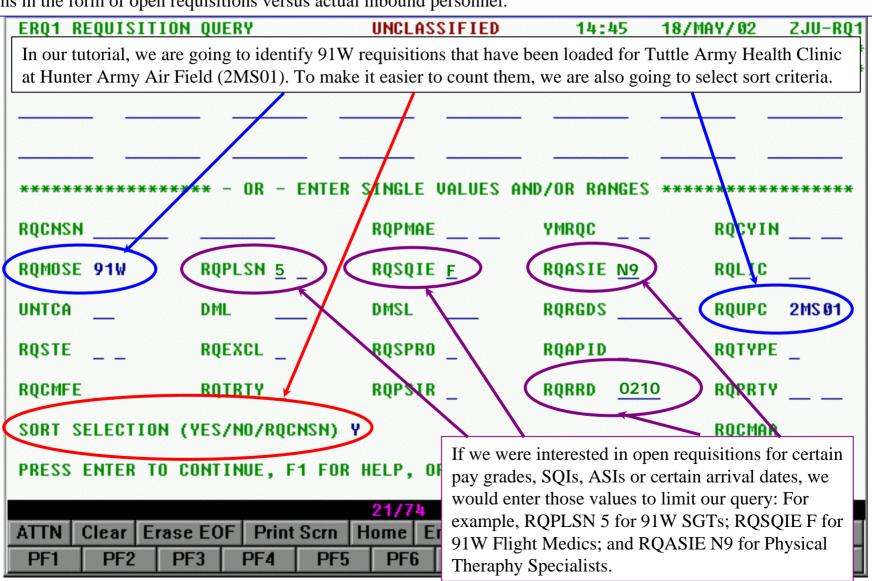
In our tutorial, we see that the 91W SSG that is inbound to Tuttle Army Health Clinic at Hunter Army Air Field (2MS01) is in fact authorized to report in early. To find this special instruction we had to cycle through six special instructions by entering an "N" in the Next SI field. If this special instruction had more than one page we would view them by placing an "N" in the Next Page field. Entering "P" instead of "N" allows us to go back a page or cycle backward through the special instructions.





Requisition Query (RQ Screen)

The Requisition Query Screen is used to find out at requisitions have been loaded and validated for fill. This screen shows gains in the form of open requisitions versus actual inbound personnel.





Requisition Query (RQ Screen) – Page 2

The Sort Screen allows you to specify up to 5 fields to sort your query. This function makes it easier to get a count of requisitions grouped by certain criteria such as grade and required report date.

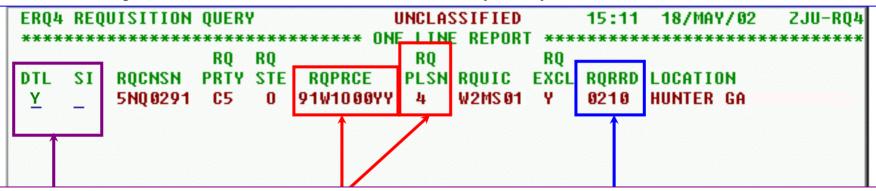
	-	TION QUE		*** 501		SSIFIE ECTION		14:59 *****	18/MAY	/02 2 *****	'JU-RQ2
In our tutorial, we are going to sort the 91W requisitions open for Tuttle Army Health Clinic at Hunter Army Air Field (2MS01) by required report date (RQRRD) and by grade. It's important to know not only how much relief was asked for, but also what kind and for what timeframe.											
SEQUEN	CE	VARIABL	E	SEO	JENCE	VAR	IABLE		EQUENCE	VAF	RIABLE
_		RQCNSN			_	RQP	RTY		_	RQF	MAE
_		RQMOSE			2	RQP	LSN		\-	RQS	SQIE
_		RQASIE			_	RQL	IC		+	UNT	CA
_		DML			_	DMS	L			RQF	RGDS
-		RQUPC			-	RQS	TE		1	RQF	RRD
_		RQCYIN			_	RQT	YPE		_	RQC	MFE
PRESS_E	NTER	YMRQC TO CONTI	NUE, F	1 FOR I	HELP,	OR F3	TO RETURI	N	WHER	E NEXT	
ATTN		F FAF	D.: .	C 1	20/7		NUM			IBM-327	
_	NAME OF TAXABLE PARTY.	Erase EOF	No. of Concession, Name of Street, or other Designation, Name of Street, or other Designation, Name of Street,	Scrn F		_	New Line	-	PA1 PA2		Reset
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12



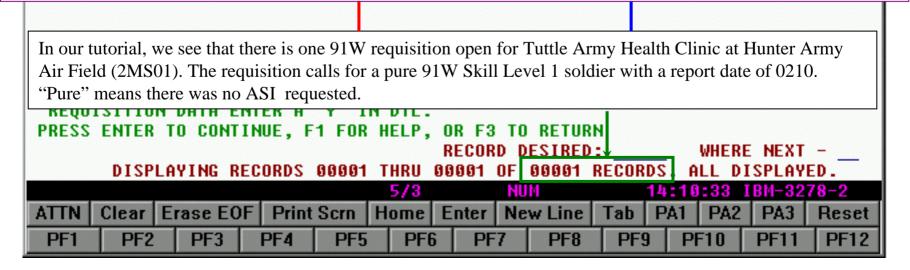


Requisition Query (RQ Screen) – Page 3

The One-Line report type, Option 3 of the previous screen (not shown in the tutorial), shows you up to 14 enlisted records per screen shot. To print each screen, hit the Print Screen button on your keyboard.



To view more information (detail) about this requisition we are going to place a "Y" in the DTL column. Earlier in our tutorial we viewed the special instructions of one of the inbound personnel. This can also be done on open requisitions by placing a "Q" in the special instructions (SI) column of the RQ one-line report or going straight to the Assignment Special Instructions (AS) screen. On the particular requisition, the lack of an "E" in the SI column indicates there are no special instructions for this requisition.







Requisition Query (RQ Screen) - Page 4

The RQ Long Report is accessed by entering a "Y" under the DTL column of the RQ one-line report screen or by selecting Option 1 of the report option screen (not shown in the tutorial). It provides more in-depth information about the requisition. To print each screen, hit the Print Screen button on your keyboard.

auisition. 10 p	of the cach ser	cen, mi tik	of third sere	ch button o	n your key	ooara.			•
******	*******	*****	**** RE	OUISITIO	N DATA	*****	******	******	******
RQCNSN	RQPRTY	RQCMFE	RQMOSE	RQPLSN	RQSQIE	RQ	ASIE	RQLIC	RQAPID
5NQ 0291	C5	91	91W	4	0	00/	1 1	ΥY	I
			1						
RQSTE	RQRRD	RQEXC	L RQTY	PE ROS	RCE R	QSPRO	RQLLPF	RQLRF	R RQLSPR
O	0210	Y	Ì	F		Y	00 /	00	00
_									
RQPSIR	ROPSST	ROPPS	R RQC	IN ROL	IGAU R	QCNAA	DTLMOD	ROSUDT	DISTBR
Ϋ́	Y	Ϋ́		•)1	1	02 043 0	qoob.	TAPC-EPS-C
•	•						70.00		6 2. 6 6
RODTUL	RQPRIT	RQPOS	N RQRG	ns en	RUIC R	QNPCY			
Y6	C5	YY	Inque	ivo iiqi	.010	QIII OI			
10	0.5								
******	*******	**** DEU	птеттток	PELOTE	OPCONT	70T T N N	DOTO **	*****	********
RQUIC		OENM -		, weenier		ATION	Dutu ~	ZIP-AF	
			HLTH CL		INTER GA				U HNHLUG
W2MS 01	TOTTLE	US HRITT	HE IN CE	. п	INTER GH			31409	
UNITOA	NHI	DHCI	DOUL		TIO D	no.	шыррт	HMDD	. IIHAOD
UNTCA	DML	DMSL	RGUN			PG	UMRPT	UMDPT	UMACD
MC	HSC	INH		FUTER A	_	4			
	EW SPECIA				_				
LEEZZ EN	ITER TO CO	INITHUE,	F1 FOR						
					RECORD D			WHERE I	HEXT
D	ISPLAYING	RECORD	00001 0	F 00001	RECORDS				
∥		•		1 .1			1	.1	0.1337 (01.111

In our tutorial, we can see what was requested on the requisition. For example, we see this is for a 91W Skill Level 1 soldier with no special SQI, ASI or language requirements and a required report date of 0210.

Pri Prz Pro Pra Pro Pro Pro Pro Pro Pro Pro Pri Pri Pri





Requisition History (RH Screen)

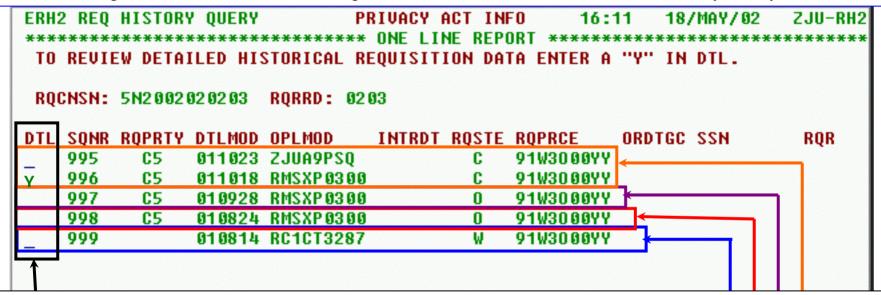
The Requisition History Screen is used to find out what happened to a requisition during its life cycle. This screen is used a great deal when research requisitions that was previously on the system and no longer appear when queried under the RQ or AQ screens. To use this screen, you must have a copy of the requisition cycle code sheet. A copy of one is provided at the end of this tutorial section.

ENTER ONE OR MORE REQUISITI	ON CONTROL A	ND SERIAL NUMBER	S	
ROCNSN ROSONR	DISSEQ	RQCNSN	RQSQNR	DISSEQ
5N2 002 02 02 03	_			_
	-			-
	_		<u></u>	-
	Ξ			
	_			_
	_			-
	_			-
	_			_
In our tutorial, requisition 5NN0203 was Field (2MS01) but the replacement never		•		•
this requisition was loaded for Feb 02, e	ntered the full red	quisition number on the	RQCNSN li	ne and hit enter.
T ENTER THE NUMBER OF COPIE	2			
PRESS ENTER TO CONTINUE, F1	FOR HELP, OR	F3 TO EXIT	WHE	RE NEXT
	6/25	NUM	14:58:57	IBM-3278-2
ATTN Clear Erase EOF Print Sc				
	PF5 PF6	PF7 PF8 PF		PF11 PF12



Requisition History (RH Screen) – Page 2

The One-Line report (the default screen) shows you what happened to the requisition from the time it was created until it was cancelled, aged, or filled and consumed. To print each screen, hit the Print Screen button on your keyboard.



You can place a "Y" in the DTL column to access the detail screen for the requisition. This will allow you to see what changes have been made to the requisition; such as changes in grade or required report month.

In our tutorial, we see that this requisition was loaded by MEDCOM on 14 Aug 2001. It was validated for fill by Distribution Division at PERSCOM on 24 Aug 2001. It was then modified in some way by Distribution Division on 28 Sep 2001. Then on 18 Oct 2001, it was cancelled by Distribution Division and the cancellation was confirmed by the computer on 23 Oct 2001.

	D12b	LH	AIMC 2	бик вае	т тик	0 999) UF	0005	FUK KE	บุยา	UF 91	KEŲ	(2)	
									UM					
ATTN	Clear	Er	rase E0	F Print	Scrn	Home	Ente	er Ne	ew Line	Tab	PA1	PA2	PA3	Reset
PF1	PF2		PF3	PF4	PF5	PF	6	PF7	PF8	PF:	9 P	F10	PF11	PF12



Requisition History (RH Screen) – Page 3

The RH Long Report is accessed by entering a "Y" under the DTL column of the RH one-line report screen. It provides more in-depth information about the status of a requisition on a certain day or upon a certain event. To print the screen, hit the Print Screen button on your keyboard.

RQCNSN		IR RQPRTY D				_		RQAP
5N2 002 02	0203 996	C5 6	911018	1W 6	0	00/ /	/ 44	1
RQSTE	RQRRD	ROEXCL	ROTYPE	ROSRCE	RQSPRO	RQLLPR	RQLRPR	RQLSP
`c	02 03	ÌΥ	Ì	È	Y	00	00	00
RQPSIR	ROPSST	RQPPSR	RQCYIN	RQMGAU	RQCMAA	RQSUDT	RQDTUL	
γ	Y	Y	H4	91	1		Υ6	
INTRDT		RQPOSN	RQRGDS	RQRUIC	RQNPCY	ORDTGC	NZZ	
		YY						
*** ****	****	*** REQUIS	ITION RE	LATED ORGA	ANIZATION	DATA **	********	*****
RQUIC	MT	OENM - DES	TPI	- 1	OCATION		ZIP-APO	ARALO
W2 MS 01	TUTTLE	US ARMY HL	TH CL	HUNTER		GA	31409	1
UNTCA	DML	DMSL	FGUN	CIMFLG	PPG	UMRPT	UMDPT	UMACD
MC	HSC	INH			04			
					RETIII	RN TO ON	E LINE REP	ORT:

In our tutorial, we see that this requisition was cancelled on 18 Oct 01. You can also see that the requisition's required report date was changed from 0202 to 0203 sometime before it was cancelled. This is a good indicator that the unidentified change entry for 28 Sep 01 that we saw on the one-line report was probably for the required report month.



Requisition Cycle Codes

	YEARS	YEARS	YEARS	
Effective:	1995	1996	1997	
24-Apr-97	1998	1999	2000	
	2001	2002	2003	
MONTH	2004	2005	2006	
JAN	Α	М	Υ	
FEB	В	N	Z	
MAR	С	0	0	
APR	D	Р	1	
MAY	Е	Q	2	
JUN	F	R	3	
JUL	G	S	4	
AUG	Н	Т	5	
SEP	l	U	6	
OCT	J	V	7	
NOV	K	W	8	
DEC	L	X	9	

Remember the requisition from our tutorial? Requisition 5NN0203 was expanded into its long form to explore its history under the RH screen. This chart shows you the requisition was expanded by taking the third character from the left (N) and changing it into its 4-digit year, 2-digit month format: 5N2002020203